

Approved For Release 2001/09/03 : CIA-RDP74-00005R000200100019-2

SUGGESTION EVALUATION REPORT

TO: Executive Secretary  
Suggestion Awards Committee

SUGGESTION NO.

SUSPENSE DATE

INSTRUCTIONS: Please complete this form in detail to guide the Suggestion Awards Committee in making a final determination of the merits of this suggestion. Retain third copy.

1. ACTION RECOMMENDED ☐ ADOPT ☐ DECLINE ☒ OTHER (Specify): See "Summary" below.

2. REASONS FOR RECOMMENDATION (If more space is needed, use plain paper)

We made a survey of the various components of O/DDI and discovered that the majority of the staffs do not number their respective memoranda. The findings of the survey are as follows:

Within O/DDI, eleven (11) offices were queried on their procedures for the numbering of memoranda originated in their offices. Of the eleven offices polled, only three had a definite numbering system for their documents. Those offices having their own numbering system at present thought the suggestion was a good one but did not see much advantage over their present system. It was implied that, even with a new procedure (the proposal at hand), they would probably use their own system in addition. Most of those queried were not familiar with the mode of control and numbering system used by other offices and, naturally, were only interested in how their system provided a quick and accurate locator for their memoranda files.

SUMMARY: Since only a few of the O/DDI offices presently number their memoranda it is felt that an honest appraisal of the suggestion be delegated to a component(s) which numbers memoranda more consistently than does O/DDI. Additionally, it is believed that the proposed suggestion should be identified as a recommendation for various offices to follow versus a regulation compelling all offices to adhere to the new proposed numbering system (part IV of the suggestion).

3. TANGIBLE FIRST-YEAR SAVINGS (Man-hours, material, equipment, etc.)

4. INTANGIBLE BENEFITS (See guide on reverse side of third copy)

5. WHAT OTHER OFFICES, DIVISIONS, ETC. MIGHT ALSO USE THIS IDEA?

DATE

SIGNATURE OF EVALUATOR (Type name and title)

25X1A9a

Records Admin. Officer, O/DDI

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